



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF ADMINISTRATION

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Office: (401) 222-6408

TO: Chief Financial Officers

FROM: Peter Keenan, CPA

DATE: April 10, 2019

SUBJECT: Fiscal Year Closing Time Table / Deadlines

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The purpose of this memorandum is to communicate the dates by which the Office of Accounts & Control must receive various types of accounting documents and other information in order to ensure (1) that they are posted during the fiscal year ending June 30, 2019, and (2) that the State's Comprehensive Annual Financial Report (CAFR) is completed by December 31, 2019.

In addition to this generic agency year-end timetable certain agencies that perform unique tasks affecting fiscal closing will also be sent a supplemental year-end timetable specially tailored for their specialized tasks. We request that any agency receiving such a supplemental timetable be diligent in performing all the tasks by the dates listed on **both** the generic and the supplemental timetable.

While agencies should be performing account analysis throughout the fiscal year, it becomes especially important during the fiscal closing period for agencies to remove nonessential purchase orders, accounts payable, and journal entries from RIFANS. It is also just as important to make sure that all financial transactions that have occurred, such as cash receipts, inter-fund transfers, and incurred liabilities have, in fact, been properly recorded in the State's accounting records. Failure to keep the accounting records up to date before fiscal closing results in delays and inefficiency for all parties concerned.

Please refer to Attachments A and B, which you will find on pages 8 and 9 of this memo. In those cases where you will be sending paper invoices and/or backup to our Accounts Payable Section during the fiscal closing period, please attach a copy of either the FY 2019 cover sheet or the FY 2020 cover sheet, as appropriate, to help ensure that the related transaction is posted in the correct fiscal year.

All FY20 documents that require a fiscal year in the naming convention must contain a “20” in the document ID number in the appropriate position.

Please see Attachment C on page 10. This is a certification form that should be submitted with certain types of communications submitted to the Office of Accounts and Control throughout the fiscal closing period. At a minimum this certification should be submitted with the accounts payable spreadsheets due to the Office of Accounts and Control on July 22, 2019.

You may contact either Margaret Carlson, Financial Reporting Manager at [margaret.carlson@doa.ri.gov](mailto:margaret.carlson@doa.ri.gov), or Louise Sawtelle, Associate Controller-Operations at [louise.sawtelle@doa.ri.gov](mailto:louise.sawtelle@doa.ri.gov) should you have any questions regarding these tasks and their associated deadlines.

Thank you!

**SUMMARY OF KEY EVENTS**  
**(Revised 4/26/2019)**

| <b>DATE</b>      | <b>EVENT</b>  |
|------------------|---|
| <b>4/26/2019</b> | <b>Accounts receivable write-off requests must be submitted to A&amp;C.</b>   |
| <b>6/14/2019</b> | <b>CFDA number verification data to be submitted.</b>   |
| <b>6/30/2019</b> | <b>Cash Receipts to be recorded in FY2019 must be in bank by this date.</b>   |
| <b>7/3/2019</b>  | <b>Receipt journal entries and supporting documentation related to any outstanding FY 2019 cash deposits to be approved by agency and sent to Treasury.</b> |
| <b>7/11/2019</b> | <b>Last day for A&amp;C Accounts Payable section to receive FY2019 vendor invoices for agencies utilizing the State's centralized pay system.</b>           |
| <b>7/16/2019</b> | <b>Last day for agency approvers that do not utilize the State's centralized pay system to enter vendor payment transactions FY2019.</b>                    |
| <b>7/16/2019</b> | <b>Last day for all agencies to FTP Batches for FY2019.</b>   |
| <b>7/19/2019</b> | <b>Last day for all State agencies to approve vendor payments entered into RIFANS.</b>  |
| <b>7/22/2019</b> | <b>Submit ADI Spreadsheets for accounts payable and other accruals &gt;\$350,000.</b>   |
| <b>7/24/2019</b> | <b>Last day for all agencies (except DOR) to submit spreadsheet for accounts receivable.</b>  |
| <b>7/29/2019</b> | <b>Last day to submit any journal entries to be posted in June period.</b>  |
| <b>8/1/2019</b>  | <b>The June period will be closed. Any subsequent postings for FY 2019 will be made only by A&amp;C in the ADJ period.</b>                                  |

## Agency CFO General Procedures (Revised 4/26/2019)

| Due Date       | Procedure   | Accounts and Control or Treasury Contact            |
|----------------|---|---|
| April 26, 2019 | Agencies should forward account receivable write-off requests to A&C. Notifications of write-off request approval and/or denial will be sent to the agencies by 06/03.  | Alicia Araujo                                       |
| June 3, 2019   | Agency CFOs will receive a report of the balances in their Source 03, 05 and 09 accounts as of 05/31 so that they have an opportunity to research negative balances and resolve any issues before 06/30. Agency CFOs are responsible for monitoring balances until year end.  | John Monse  |
| June 3, 2019   | Agency CFOs should resolve issues and process any remaining FY 2019 journal entries (including receipt journal entries) created on or before 05/31 that still have not been posted to the General Ledger, either by: (a) removing any obstacles that exist in getting the entries posted, or (b) canceling them.  | Peter Hodosh, Alicia Araujo, John Monse, Ken Casale |
| June 14, 2019  | Agency CFOs to submit updated/corrected lists of CFDA numbers for all of their federal accounts to A&C.   | John Monse  |
| June 17, 2019  | Internal service fund billings for the period ended 05/31 are due at A&C.   | Ginny Byrnes  |
| June 21, 2019  | Last day for agencies to order office supplies from W.B. Mason in FY 2019. Orders may resume on 07/01.  | Louise Sawtelle/<br>Ginny Byrnes                    |
| June 30, 2019  | In order for a cash deposit to be counted as FY2019 revenue, it must be deposited in the bank on or before 6/30 or earlier. The effective date of the related journal entry must be the date the deposit was made, i.e. 6/30 or earlier. Treasury will reject any FY2019 receipt journal entries that relate to deposits that were posted by the bank after 6/30. | Treasury - Brian Conklin                            |
| July 1, 2019   | On and after this date, all "CSH" documents must be done as FY 2020 transactions, even if the underlying revenue and expenditure transactions are posted separately in FY2019.  | Steve Blazer  |
| July 1, 2019   | Agencies may begin entering FY 2020 transactions in the Accounts Payable system. See Attachment B.  | Louise Sawtelle/<br>Natalie Laster                  |
| July 1, 2019   | Agencies may resume ordering office supplies from W.B. Mason.   | Louise Sawtelle/<br>Ginny Byrnes                    |
| July 3, 2019   | Receipt journal entries and supporting documentation related to any outstanding FY 2019 cash deposits must be approved by all relevant agency approvers in order to bring them into Treasury's FY 2019 workflow.  | Brian Conklin<br>(Treasury)                         |

## Agency CFO General Procedures (Revised 4/26/2019)

| Due Date      | Procedure   | Accounts and Control or Treasury Contact |
|---------------|---|--|
| July 8, 2019  | Agency CFOs will receive a report of the balances in their Source 03, 05 and 09 accounts as of 06/30 so that they may take steps to eliminate all negative balances prior to the closing of the June period.  | Ben Quattrucci/<br>Martires<br>Hernandez |
| July 11, 2019 | Last day for Accounts Payable section to receive FY19 invoices from vendors and agencies for State agencies utilizing the State's centralized pay system.   | Louise Sawtelle/<br>Natalie Laster       |
| July 12, 2019 | Child Support Quarterly Transfer Journal Entry to be posted in RIFANS (The custodial parent receives assistance from the state). The non-custodial parent makes payments to the state. (This journal entry identifies money in the agency's account and also liquidates the accrued liability created during the quarter).  | John Monse                               |
| July 12, 2019 | Last day for iSuppliers to enter FY19 invoices into the portal.   | Louise Sawtelle                          |
| July 15, 2019 | Agencies to submit Internal Service Fund Billings for the period ended 06/30 to A&C. Pastore Center and Electricity are excluded. These will be the final billings for the fiscal year.   | Ginny Byrnes &<br>Alicia Araujo          |
| July 16, 2019 | Last day for State agencies utilizing the State's centralized pay system to complete the AP receiving function for each invoice that relates to goods and services received prior to July 1.  | Louise Sawtelle/<br>Natalie Laster       |
| July 16, 2019 | Last day for State agencies that do not utilize the State's centralized pay system to enter vendor payment transactions (including revenue refund transactions) for FY2019. Be sure to enter 30-JUN-2019 in the GL date field for any such FY 2019 transactions initiated on or after 6/30/2019. This is also the deadline for submitting any required backup documentation for such transactions to A&C. | Louise Sawtelle/<br>Natalie Laster       |
| July 16, 2019 | Last Day to FTP Batches for FY2019. This is also the last day for submitting all required backup documentation for batches to Accounts & Control.   | Louise Sawtelle/<br>Ginny Byrnes         |
| July 19, 2019 | Last day to final approve invoices and batches for FY 2019.   | Louise Sawtelle                          |

## Agency CFO General Procedures (Revised 4/26/2019)

| Due Date        | Procedure  | Accounts and<br>Control or<br>Treasury<br>Contact |
|-----------------|--|---|
| July 22, 2019   | <p>Submit ADI spreadsheets for accounts payable greater than or equal to \$350,000 (the \$350,000 threshold does not apply to Internal Service Funds) as of 06/30 to A&amp;C's dedicated year-end payables mailbox. Purchase order numbers must be provided for those payables that have them. The spreadsheet must be accompanied by a signed copy of Attachment C. Even agencies with no payables exceeding the \$350,000 threshold must send in a memo or spreadsheet asserting this fact. Agencies must be especially careful to include estimates of construction costs and retainage for which invoices may not yet have been received.</p> <p>ACCOUNTS PAYABLE ACCRUAL SUBMISSIONS<br/>RECEIVED AFTER THIS DATE WILL BE ACCEPTED ONLY IF<br/>SUBMITTED BY AN AGENCY'S DIRECTOR.</p> | Alicia Araujo                                     |
| July 22, 2019   | <p>Accounts Payable Section will resolve all remaining vendor payment transactions for all agencies. All FY 2019 invoices not in approved status will be cancelled.</p>  | Louise Sawtelle                                   |
| July 24, 2019   | <p>All agencies except DOR must submit ADI spreadsheets for accounts receivable from sources other than 03, 05 and 09 as of 06/30 to A&amp;C's dedicated year-end receivables mailbox. Even agencies with no year-end receivables from other than sources 03, 05 and 09 must still send in a memo or spreadsheet asserting this fact.</p>  | Martires Harnandez                                |
| July 24, 2019   | <p>Deadline for final entries to eliminate negative balances in source 03, 05, and 09 accounts. Agencies booking a receivable from another State agency must indicate which agency owes them the money so A&amp;C can make sure that agency has booked a matching payable.</p>   | Ben Quatrucci/<br>Martires<br>Hernandez           |
| July 25, 2019   | <p>Annual imprest cash fund report(s) are due at A&amp;C. This includes both checking and cash box fund reports.</p>   | Martires<br>Hernandez                             |
| July 29, 2019   | <p>Last day for agencies to initiate and/or approve journal entries for FY2019.</p>  | Steve Blazer                                      |
| August 8, 2019  | <p>A&amp;C to forward to State Agencies all Federal CFDA programs that qualify for FGIS Reporting.</p>   | John Monse  |
| August 15, 2019 | <p>Agencies to submit Operating Leasing information requested in earlier A&amp;C email.</p>  | Sandra Morgan                                     |
| August 15, 2019 | <p>Due date for all Escrow Reconciliations to be submitted to A&amp;C</p>  | Gail LaPoint                                      |
| August 20, 2019 | <p>Preliminary financial reports will be sent to each agency for review.</p>   | Sandra Morgan                                     |

**Agency CFO General Procedures (Revised 4/26/2019)**

|                   |  | <b>Accounts and<br/>Control or<br/>Treasury<br/>Contact</b> |
|-------------------|--|---|
| <b>Due Date</b>   | <b>Procedure</b>   |   |
| August 22, 2019   | Submit final Federal Grants Information Schedules (FGIS Reports) for FY2019 to A&C.  | John Monse  |
| August 30, 2019   | A&C will forward preliminary closing statement to the appropriate personnel in the Legislative branch in accordance with G.L. 35-6-1(a) (8). | Sandra Morgan   |
| August 30, 2019   | Submit information on commitments required to be disclosed in FY 2019 CAFR.  | Sandra Morgan   |
| December 31, 2019 | The State's Audited Comprehensive Annual Financial Report (CAFR) FY2019 is available on A&C website.   | Margaret Carlson  |

**ATTACHMENT A**

**INVOICE DOCUMENTS**

**FY 2019**

**BILLING/PAYMENTS**



**ATTACHMENT B**

**INVOICE DOCUMENTS**

**FY 2020**

**BILLING/PAYMENTS**

## **ATTACHMENT C**

**To: Margaret Carlson, Financial Reporting Manager  
Office of Accounts and Control**

**From: \_\_\_\_\_**

\_\_\_\_\_  
**(Department)**

**Subject: Certification of data submitted for fiscal year end closing**

**I hereby certify that the data listed below which is being submitted to the Office of Accounts and Control in the \_\_\_\_\_ attached document(s) or \_\_\_\_\_ e-mail (check one) dated \_\_\_\_\_ is complete and accurate to the best of my knowledge.**

**I further certify that my agency will conduct a complete review of all payments that meet or exceed the \$350,000.00 threshold that are paid from July 1<sup>st</sup> thru August 16<sup>th</sup>. If these goods or services are for FY 2019 expenses, I will report this no later than August 19<sup>th</sup> as a material accounts payable for FY 2019.**

**Included below is a brief description of the data/other information that is the subject of this certification:**

**I understand that this data/information has been requested by the State Controller to assist in preparing the State's Comprehensive Annual Financial Report.**

**I have reviewed the data/information and, where applicable, compared it to the previous year's information. I have identified any significant differences, researched the reasons for such differences, and I am satisfied with the result of this research.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**